



Embassy of the United States of America

Tokyo, Japan

September 10, 2021

Second Set of Questions and Answers

Request for Quotations No. 19JA80-21-Q-1044

Carrying out Focus Group Study with Japanese University Students

Question 1:

6-8 respondents online will be difficult to conduct discussions with, 4 is ideal. However, if the bulk of the discuss is not conversation and instead surveys or similar, 6-8 may be possible. Just the same, for online 4 is recommended. In our experience, 8 will make it very difficult to follow a traditional Focus Group Interview. Could you confirm?

Answer 1:

Thank you for your suggestion. Please include your plan under the Content of proposal, "Alternative plan for online fieldwork."

Question 2:

Will simultaneous translation be required during the fieldwork/interviews?

Answer 2:

The interviews are conducted in Japanese. English simultaneous translation onsite is not required.

Question 3:

Japanese verbatim translated to English is expensive. Often in place of 1:1 translation, creating English verbatim from the translator's voice is a much lower cost. Can you confirm if this is acceptable?

Answer 3:

See the answer under Question 6.

Question 4:

What is the expected size of the final survey? Is this single answer only? Single answer + multiple answers? Will it have open answers? All of these can affect the costing. Could you help us confirm?

Answer 4:

See the answer under Question 6.

Question 5:

"Methodological report" is not a common term for qualitative. Can an example be provided to ensure we do not generate something that fails to meet expectations?

Answer 5:

We cannot supply an example of a methodological report at this time. Methodological report is for the Client to confirm that recruitment and fieldwork are properly conducted, and the proposed sampling design is achieved. It is also for the Client to be able to replicate this focus group using the same methodology when we conduct a similar survey.

Please refer to "Data Management" in the RFQ and cover all listed in the report:

6. Methodological report detailing recruitment procedures, fieldwork, demographic profiles of each participant/group, and a brief report of any unusual problems or significant events that may have influenced the conduct of the group discussions.

Question 6:

The Group A type (within is required 2 respondents who have had study abroad experience) will be exceptionally difficult to recruit and require significant time for it (~6 weeks). This will impact costing and schedule. Can this criteria be adjusted (all to be Group B type or removal of the 2 per group with experience requirement)?

Answers to questions Q3, Q4 and Q6:

When some of the exact deliverables or specifications may not be met by the quoters, please indicate clearly in the proposal which deliverables/specifications are not be delivered and suggest alternative plan. You may have better solutions than our specifications. We welcome suggestions and alternative plans, but please make sure to indicate those in your proposal.

-End of Second Set of Questions and Answers-